

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on February 18, 2010 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

**ALSO PRESENT:** LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, (staff); and KEVIN RAYE (Brown County Information Services staff).

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Terry noted that Bob Heimann was ill and would not be in attendance but would be rescheduled at a later date. Kevin Raye, I.S. Network Support Manager was present. **Motion** by Kegel, seconded by Hickey, to approve the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the January 21, 2010 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received by the Board.

### OPEN FORUM FOR THE PUBLIC

There were no members of the public present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Kathy Pletcher commented on her meeting with Bob Heimann saying that I.S. is willing to work on working together, including improving communication, for the technological needs and demands of the library. Kathy reported how Kevin has been working with UWGB staff and methods and procedures for identifying and tracking issues are progressing. Kevin distributed handouts that charted how the libraries connect to the Central fiber optic network and also a breakdown of a week's worth of Internet traffic and bandwidth use. Streaming media utilizes the most bandwidth. Discussion ensued regarding increasing bandwidth to diminish bottlenecks in connections. I.S. is seeking pricing for this and should have some figures in a couple weeks. Kevin went on to explain how the infrastructure was built, the redundancies that are in place and the ability to extend fiber to different locations. I.S. recognizes the library as their 2<sup>nd</sup> biggest customer and is working to satisfy the needs of library patrons. Kevin also noted that with the infrastructure in place, rolling out computers purchased from UWGB will only take 2 or 3 days. There won't be a need to put them in storage as profiles and software will have already been installed. It was asked if fiber pipe qualified for E-Rate funds. It was suggested that Mark Merrifield might know the answer. The Board found the discussion with Kevin very helpful and informative.

### FINANCIAL SECRETARY'S ANNUAL REPORT

John Hickey reported on and reviewed the following Special Library Funds as of December 31, 2009: Fredricka Crane Trust, designated for the purchase of art and music books, principle balance: \$7474, interest funds available to spend: \$156; Lester Wood Trust, designated for maintenance of the Central Library Memorial Garden, principle balance: \$13,432, interest funds available to spend: \$5455; Nicolet National Bank account balance (donated funds designated to the Space Needs Analysis of the Central Library and related studies), \$8,903.

### FACILITIES REPORT

- a. **Solar Energy Project at Kress** Lynn and Carla recently attended a meeting and Lynn reported that Focus on Energy had changed their incentive plan and the level of contribution changed from 75% to 50%. This has not deterred the group. They continue to be very enthusiastic and hope to complete the project by August, 2010. The fund-raising goal for the solar-electric equipment is between \$52,000 and \$105,000. Once the application is approved, the commitment for payment is guaranteed. Paul Kegel mentioned that the De Pere Beautification Committee would like to suggest to their donors to contribute to the SEEDs project since the Beautification Committee is well funded for their projects this year. Lynn suggested Paul speak to Randy Lawton regarding fundraising. Publicity and marketing materials are available and could be included with any correspondence that is distributed.
- b. **Energy Conservation Methods Update** An ECM Priority and Progress chart was distributed. Lynn noted that this chart was developed with Bill Dowell's input on how to best allocate the \$50,000 allocated in the energy grant. Curt reported that some projects are completed. Tracking savings may be difficult because there are many variables involved. Top priorities include lamp replacement at the Central Library and Southwest, Kress, Ashwaubenon, and

Weyers-Hilliard branches. Second-level priorities include sealing duct leaks at the Kress and Ashwaubenon branches and building envelope improvements at the Southwest Branch. Some of these projects are important to complete before a re-commissioning of an entire building is done. Re-commissioning involves an assessment of all mechanical systems to ensure that all systems are working to the original specifications. The DDC engineering at Weyers-Hilliard is complete and installation should take place soon. If projects come in under cost, other projects on the list could be completed. It is important to know that the decisions for the prioritization of these improvements is to move the library system forward while considering the greatest impact of payback in a short period of time in a responsible, proactive way. Lynn noted that these ECMs are from the studies conducted by General Energy Corp. on five buildings. The other buildings will be looked at and items added to the list. Energy savings could be seen with improved insulation at Pulaski and night setbacks at Pulaski and Wrightstown.

- c. **East Branch Lease Committee Update** Terry reported that he and John Hickey continue to work on this. The new owner has engaged a new real estate agent and progress is underway.
- d. **Progress on RFP for Architectural Services** Kathy and Lynn, with other members of the committee, reviewed 16 proposals, reviewed scores and narrowed the list. Phone interviews will be made to narrow the list further to about 2 or 3 proposals. An end date has not been set but the intent is to keep things moving along. A date in March is the target for interviews. Experiences in libraries, LEED, energy efficiency, and alternate energy sources were considered important factors.

#### **ACCOUNTANT'S REPORT**

- a. **Financial Report** A financial report was not available because numbers have not been finalized.
- b. **Acceptance of Gifts Grants and Donations** A report was not available because numbers are not final.
- c. **Carryover Funds** An updated list of projects budgeted in 2009 was presented as follows with an estimated carryover built into the ECMs and Books, Periodicals and Subscriptions.

PROJECTS APPROVED	PROJECT	ACCT. NO	Project Cost
<b>County Levy</b>			
Library Automation System	Operations	105.050.020.100.5335	2,609
Self-Check - Kress, East	Operations	105.050.020.003.6110.020	35,000
Self-Check - Kress	Operations	105.050.023.011.6110.020	19,593
Self-Check - Kress	Operations	105.050.023.011.5395	3,164
Self-Check - Ashwaubenon	Operations	105.050.023.009.6110.020	11,955
Self-Check - Ashwaubenon	Operations	105.050.023.009.5395	3,164
Armored Delivery Service	Operations	105.050.020.100.5700	8,640
Direct Digital Controller for Weyers-Hilliard	Facilities	105.050.023.013.6110.020	37,595
Replace 80 public computers	Operations	105.050.020.100.5300.003	20,000
Adobe Professional software (2)	Operations	105.050.020.100.5335	630
Installation of card payment option on cash drawers	Operations	105.050.020.100.5700	585
Energy Conservation Measure (ECM) purchases	Facilities	105.050.020.002.5307.300	31,650
Books, Periodicals, & Subscriptions	Operations	105.050.021.100.5330	50,000
<b>Total County Levy Carryover</b>			<b>224,585</b>
<b>Donations</b>			
Supplies & Programming	Operations	106.050.400.5300	8,871
Magnification System (hardware) - Ashwaubenon	Operations	106.050.400.5395	1,000
Magnification System (software) - Ashwaubenon	Operations	106.050.400.5335	1,000
Self-check card payment option - Kress & East	Operations	106.050.400.5395	6,328
Wireless printing & E-commerce	Operations	106.050.400.5335	11,395
<b>Total Donation Carryover</b>			<b>28,594</b>
<b>Total County Levy and Donation Carryover</b>			<b>253,179</b>

**Motion** by Golomski, seconded by Kegel, to authorize the carryover of funds as presented. **Motion carried.**

### **APPROVAL OF WI PUBLIC LIBRARY ANNUAL REPORT**

Lori Denault distributed draft copies of the Annual Report as of February 18, 2010. She reviewed the information that still needed to be added to the report. After discussion regarding the Statement Concerning Public Library System Effectiveness on page nine of the report, the Board agreed that the system did provide effective leadership and adequately met the needs of the library unlike last year when effective leadership was not provided. The Board would like a statement included in this section to document that progress is being made and continues to be worked on. **Motion** by Kegel, seconded by Bellmore, to approve the Annual Report and authorize Lori to make any necessary changes and updates; and to include a statement referring to progress being made on page nine. **Motion carried.**

### **LATE OPENING ON FRIDAY, 10/8/10 FOR THE PURPOSE OF AN ALL-STAFF WORKSHOP**

**Motion** by Buboltz, seconded by Hickey, to approve the delay of opening libraries to 2:00 p.m. on Friday, October 8, 2010 for staff development and training with Warren Graham, author of *The Blackbelt Librarian*. **Motion carried**

### **APPROVE TABLE OF ORGANIZATION AND ADVERTISING FOR OPEN POSTIONS**

As a result of a 2009 unit clarification three Librarian III positions and two Librarian II positions were reclassified to Library Supervisors. One of the Librarian III staff retired. The staff in the two Librarian II positions were promoted to Library Supervisors and to fill the needs in the departments they vacated, one Librarian II is deleted to create one 50% Senior Library Assistant in the Circulation Department and one 53% Librarian I position in the Children's Department. Additionally, technology has become an increased responsibility of the Library Accountant's position. This position has been reclassified to Library Automation and Financial Services Manager. The financial impact of these changes is as follows:

	SALARY	FRINGE	TOTAL
<b>OLD STRUCTURE</b>			
1 Librarian II @ 37.5 hrs/wk – Children's	47,710.	23,460.	71,1700
1 Accountant @ 40+ hrs/wk - Administration	54,449.	26,573.	81,022.
<b>Total</b>	<b>102,159.</b>	<b>50,033.</b>	<b>152,192.</b>
<b>NEW STRUCTURE</b>			
1 Senior Library Assistant @ 18.75 hrs/wk	17,039.	8,316.	25,355.
1 Librarian I @ 20 hrs/wk	23,014.	11,325.	34,339.
1 Lib.Automation & Financial Services Mgr.	57,764.	27,727.	85,491.
<b>Total</b>	<b>97,817.</b>	<b>47,368</b>	<b>145,185</b>
<b>Net Savings</b>	<b>\$4,342.</b>	<b>\$2,665.</b>	<b>\$7,007.</b>

This table of organization change and subsequent annual savings of \$7,007.00 will be reported to the Education & Recreation Committee on February 25, 2010 as part of the Director's Report and will be attached to the meeting minutes.

**Motion** by Kegel, seconded by Golomski, to approve the change in the Table of Organization, effective March 1, 2010. **Motion carried unanimously.**

Discussion continued regarding how best to advertise for open positions under the county's current hiring freeze. The new Senior Library Assistant and Librarian I positions will be posted in-house. The Facility Manager position, was evaluated, determined to be essential to the entire library operation, and hiring this position is the most efficient and economical direction to move in. The assessments conducted by Boldt support the need for a Facilities Manager. The question is if the library should follow the county's procedures and write a justification to fill and present it to the Human Resources Manager, County Executive, and the head of the Department of Administration. If approved, it will then need to be presented to the County's Executive Committee and if not approved, presented to the County Board. The alternative is for the Library Board to act on its own authority as outlined in WI Statute Chapter 43 and as was past procedure under similar circumstances. Lynn feels strongly that the staff positions are necessary. **Motion** by Buboltz, seconded by Hickey, following careful consideration and lengthy discussion, understanding that a hiring freeze is imposed, and given past cooperation with the County and the County Executive, the Board authorizes and recommends that the Library Director move forward on filling vacant positions as approved in the Table of Organization and deemed essential to the library system and present the economic advantages of doing so. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

**Monthly Update** Denise Bellmore reported that the NFLS Board meeting was rescheduled for February 23. John indicated that the Executive Committee would be meeting with the auditors before that.

**PRESIDENT'S REPORT**

Terry complimented Lynn and Kathy for being two of the 20+10 people you should know according to the Bay Business Journal.

**DIRECTOR'S REPORT**

The Director's Report was distributed. Lynn reported that Attorney Chris Froelich was appointed to the Library Board; the County department head retreat was held at the Central Library; staff visited the Oshkosh Public Library; NFLS has hired a Drupal consultant; several staff were recognized at the annual county recognition dinner including Mary Ryan and Lori Denault; Dave Baumann from I.S. security is good to work with and the Friends of BCL held their annual meeting. There is interest in a new branch in Pulaski. Lynn said this idea is in the very early stages and will share information as she receives it. PC Reservation and print management systems are working fine but the Library Payment Centers (LPCs) continue to be a problem.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Pletcher, seconded by Hickey, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 9:30 p.m.

**NEXT REGULAR MEETING**

March 17, 2010

Central Library

6:00 p.m.

Respectfully submitted,  
Carla Buboltz, Secretary  
Sue Lagerman, Recording Secretary